

009250" T6508560

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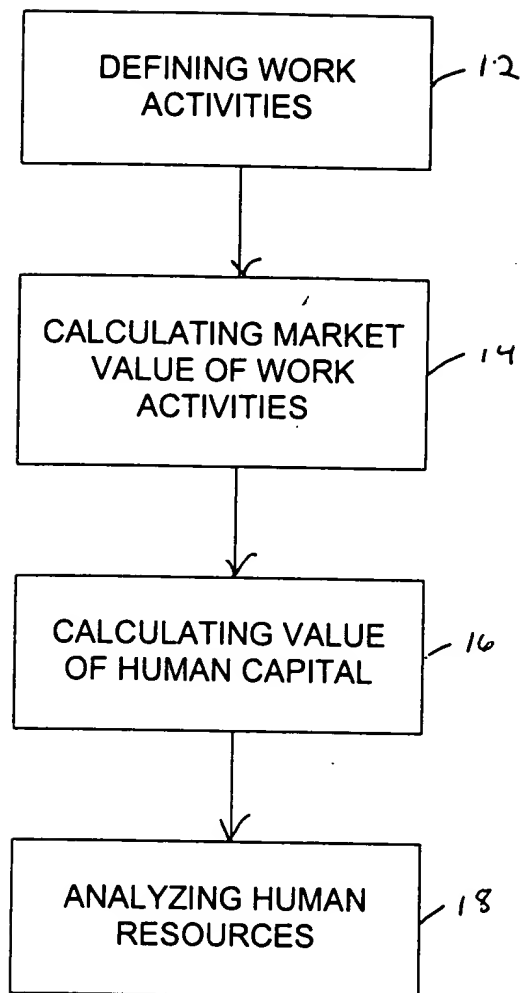


FIG. 1

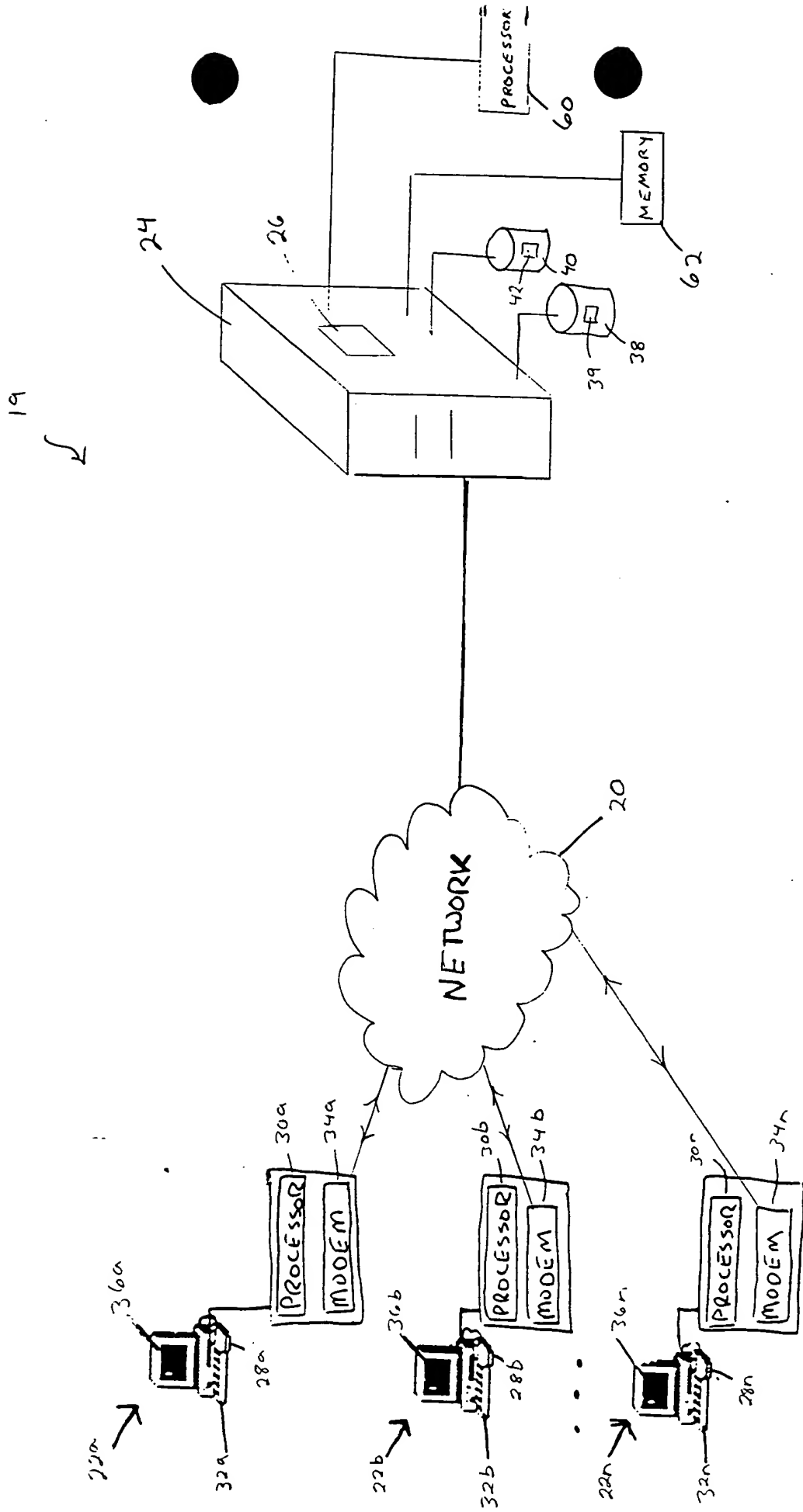


FIG. 2

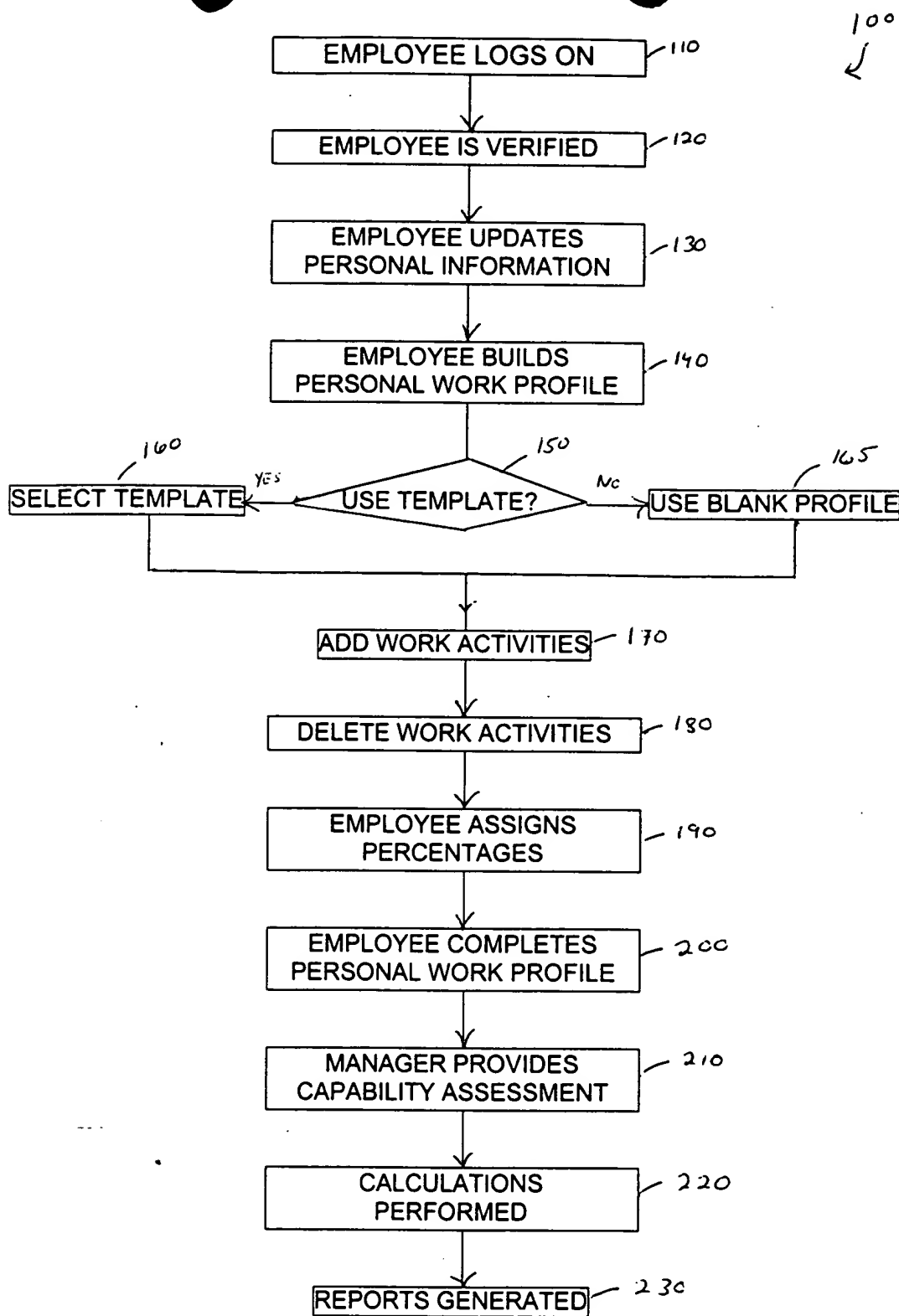


FIG. 3

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250
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HR DATAMINE LOGIN

260
COMPANY CODE:

270
EMPLOYEE NUMBER:

280
CONTINUE ►

FIG. 4

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Is your personal information correct?

Employee Information	
First Name	John
MI	H
Last Name	Jones
Employee Number	2179
Sex	Male
Date of Birth	03/31/1982
	MM/DD/YYYY

Job Information	
Job Title	A/R- Collections Clerk
Location	OH
Status	Part Time
Hire Date	04/03/2000
	MM/DD/YYYY
Hours Worked per Week	20.0
Manager	TEX, TODD

Experience	
Degree	Unknown
Degree Type	Unknown
Experience in Field	Years: 0 Months: 0

Organization Information	
Level 1:	AAA Corp
Level 2:	ABC Brokerage Co - 1
Level 3:	Administration - 14
Level 4:	Finance - 141
Level 5:	Accounting

Continue >

FIG. 5

HR
DATAMINE

410

employee personal information	my personal work profile
step by step instructions	frequently asked questions
my personal information	administrative reports
	help
	quit
	employee assessments

406

+

Add
Activities

405

Personal Work Profile

Employee Name: John Smith

Job Title: Editor (Intermediate)

Manager Name: Bob Jones

Date Last Modified: 5/23/2000

408

-

Remove
Activities

420

41 Vendor/Consultant Management		5%
5	1	Collaborates with vendors/consultants.
5	2	Coordinates vendor/consultant services.
41 Corporate Communications		15%
4	1	Assists in creating, designing and publishing company communications.
41 Employee Communications		80%
4	1	Assists in creating, designing and publishing in-house communications.
4	2	Coordinates distribution of company's in-house newsletter.
4	4	Recruits and selects correspondents for articles from various departments.

450

%

Assign
Percentage

440

CALCULATOR

FIG. 6

500
↙

It's time to create your Personal Work Profile

It's easy. All you do is pick from a list.

Creating your Personal Work Profile doesn't require any writing. Pick all your Work Activities from the built-in Directory. The Directory contains hundreds and hundreds of choices, in a searchable database.

To make this task even easier, we've already created hundreds of job templates to help you get you started. You can quickly edit a job template in any way you like, removing or adding Work Activities as you see fit, to tailor the template to you.

If you can't find an appropriate job template, you can create your Personal Work Profile from scratch.

Whenever possible you should choose a job template instead of creating a Personal Work Profile from scratch.

Show Me The Templates ▶

510

I'll Create My Personal Profile from Scratch ▶

520

FIG. 7

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Search the Directory

- There are two ways to search the directory: either by Work Function, or by Key Word.

610

Search by Work Function

Go

Audit

Go

Business Development

Go

Compliance

Go

Customers/Clients

Go

External Affairs

Go

Finance

Go

General Administrative and Clerical

Go

General Services

Go

General Supervisory and Managerial

Go

Human Resources

Go

Information Technology

Go

Legal

Go

Marketing

Go

Outsourced Services

Go

Strategic Planning

Go

Treasury

600

Search by Key Word

Be sure to enter a key word before clicking the search button.

Search for

Search

620

[Return to Personal Work Profile](#)

630

FIG. 8

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700

720

Records Administration 10%

730 Indexes documents. Has Employee Mastered Activity? ☐ 740

Strategic Analysis/Planning 5%

710 Establishes strategic direction and priorities. Has Employee Mastered Activity? ☐

Provides leadership to the strategic planning process. Has Employee Mastered Activity? ☐

Accounting Operations 5%

Codes invoices and vouchers. Has Employee Mastered Activity? ☐

Posts entries to the General Ledger. Has Employee Mastered Activity? ☐

IT Design and Development 25%

Supervises systems design, development and implementation. Has Employee Mastered Activity? ☐

Translates business needs into long-term system architecture solutions. Has Employee Mastered Activity? ☐

IT Testing and Installation 10%

Tests and documents changes made to applications. Has Employee Mastered Activity? ☐

Sales Management 45%

Develops sales strategies. Has Employee Mastered Activity? ☐

Establishes sales goals/objectives. Has Employee Mastered Activity? ☐

750

Submit Capabilities Assessment ▶

FIG. 9

800

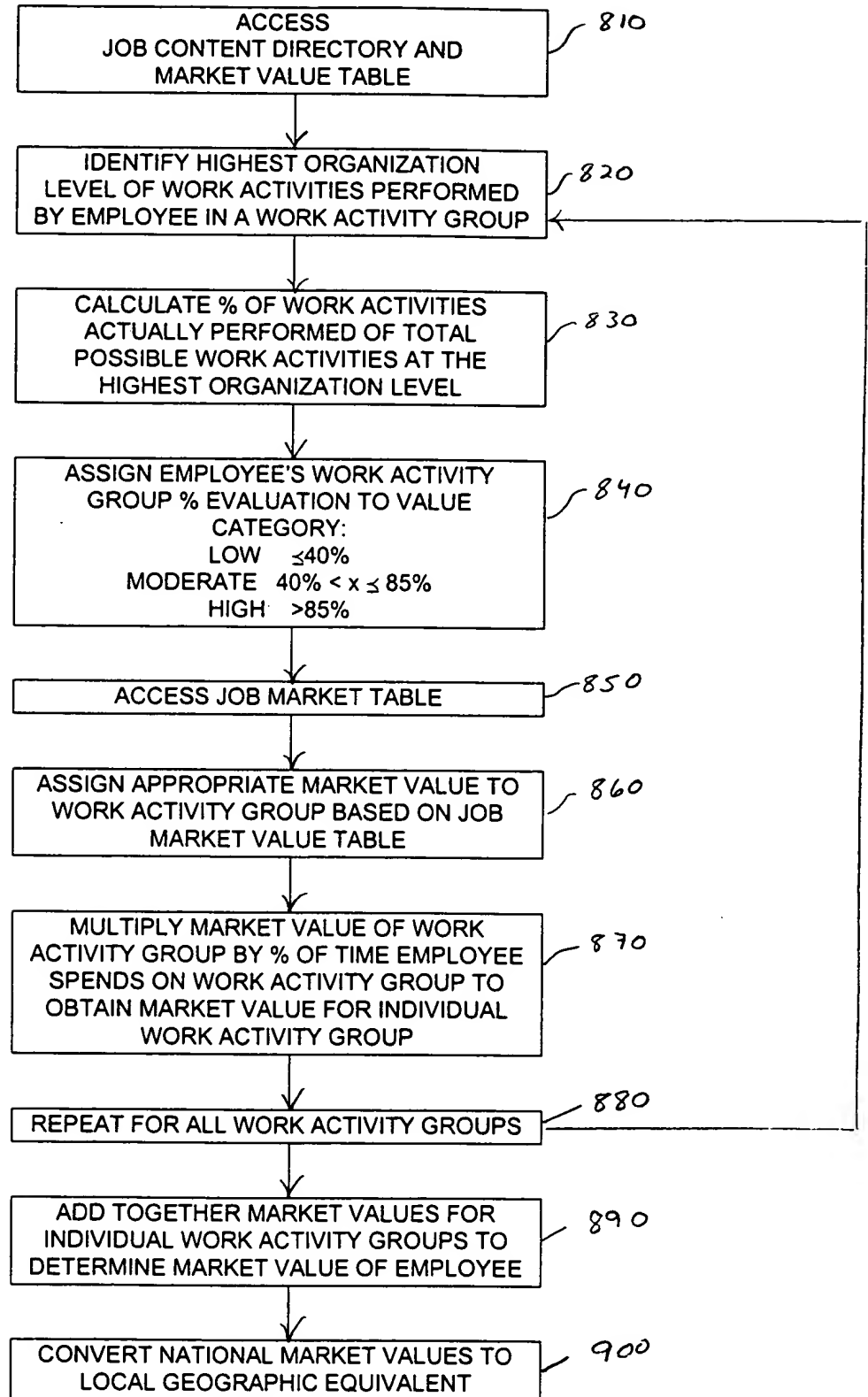


FIG. 10

950
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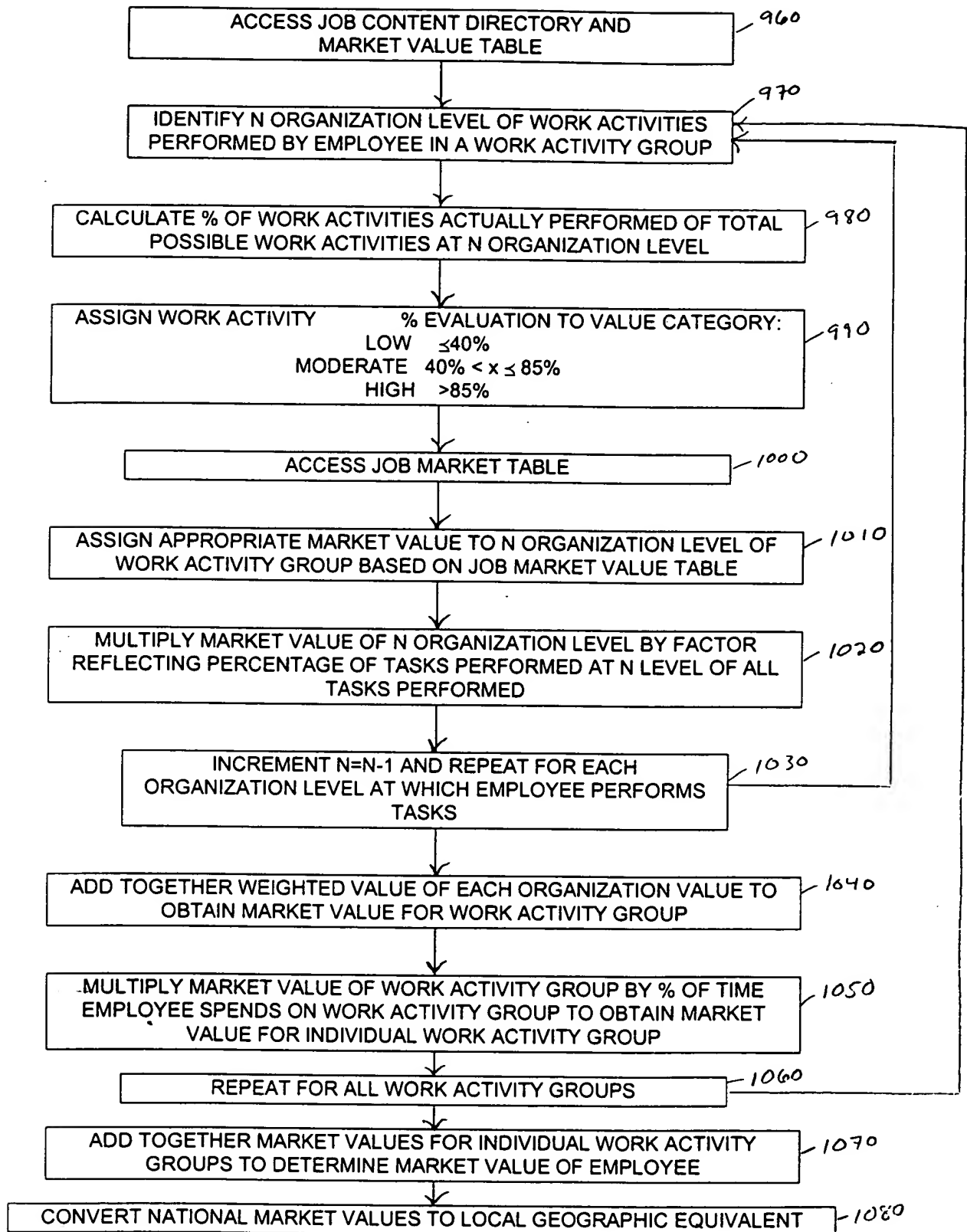


FIG. 11